

FY17

**DETERMINATION & FINDINGS FOR MANDATORY SET-ASIDE OF
CONTRACTS \$250,000.00 OR LESS**

1. AUTHORIZATION

DC Official Code Section 2-218.44 and 2-218.45

2. MINIMUM NEED

The District of Columbia Public Library (DCPL) has a need for a Contractor to provide annual maintenance/postage services.

PO
551270

3. ESTIMATED REASONABLE PRICE

\$9,171.40

**4. FACTS WHICH JUSTIFY AWARD TO OTHER THAN A CERTIFIED SMALL
BUSINESS ENTERPRISE (SBE) OR CERTIFIED BUSINESS ENTERPRISE
(CBE) CONTRACTOR**


DCPL searched the DSLBD website and the DC Supply Schedule on the OCP website in an effort to find certified businesses that could provide postage and maintenance on the mailing meter, postage number N5585786. DCPL could not find any SBE/CBE businesses on either website. As a result, a purchase order was issued to Mail Finance on October 12, 2016. This acquisition is exempt from competition under DC Code 2-354.13 Number 11 (Postage).

5. CERTIFICATION BY THE CONTRACT SPECIALIST

I have reviewed the above findings and certify that they are sufficient to justify the procurement of goods and services from other than a SBE or CBE contractor in accordance with DC Official Code Section 2-218.44 and 2-218.45 and recommend that the Chief Procurement Officer approve this proposed action.

Date


10/12/16


Ameer M. Abdullah, Sr.
Contract Specialist

DETERMINATION

Based on the above findings and in accordance with the DCPL Procurement Regulations, DC Official Code Section 2-218.44 and 2-218.45, I hereby determine that the award of this procurement action for the goods or services described herein is in the best interest of the District of Columbia Public Library.

10/17/10
Date


Diane Wooden
Chief Procurement Officer